

Henry Ford Hospital Medical Journal

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Back Matter

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Advice to Authors

Henry Ford Hospital Medical Journal

The Editorial Board of the Henry Ford Hospital Medical Journal welcomes papers for review and possible publication from alumni, any former or current staff member of Henry Ford Hospital, and any participants in HFH academic and scientific activities. The Journal is listed by Index Medicus and is intended to be a broad scientific forum for all areas of interest: clinical, research, technical, administrative, patient care delivery. Papers are invited on a wide range of topics: review articles, research studies, case reports, philosophical discussions and theses, abstracts of staff publications in other journals.

Style of writing should be consistent with good English usage: clear, succinct, and correct. Papers accepted for

publication are subject to editing and revision, if needed, with the author's approval. One hundred reprints will be made available without charge to the first author of each paper published. Reasonable requests for additional reprints made when the paper has been accepted will be honored if possible.

All papers submitted to the Journal should follow the guidelines described in the "Uniform Requirements for Manuscripts Submitted to Biomedical Journals," which is reprinted below in condensed form. With the first issue of 1980, the Henry Ford Hospital Medical Journal will adopt these requirements as the standard to be used for all submitted manuscripts.

Uniform Requirements for Manuscripts Submitted to Biomedical Journals*

Summary of Requirements

Type manuscript double spaced, including title page, abstract, text, acknowledgments, references, tables, and legends.

Each manuscript component should begin on a new page, in this sequence:

- Title page
- Abstract and key words
- Text
- Acknowledgments
- References
- Tables: each table, complete with title and footnotes, on a separate page
- Legends for illustrations

Illustrations must be good quality, unmounted glossy prints usually 12.7 by 17.3 cm (5 by 7 in) but no larger than 20.3 by 25.4 cm (8 by 10 in).

Submit the required number of copies of manuscript and figures (see journal's instructions) in heavy-paper envelopes. Submitted manuscript should be accompanied by covering letter, as described under "Submission of Manuscripts," and permissions to reproduce previously pub-

lished materials or to use illustrations that may identify subjects.

Follow journal's instructions for transfer of copyright. Authors should keep copies of everything submitted.

Manuscript Preparation

Type manuscript on white bond paper, 20.3 by 26.7 cm or 21.6 by 27.9 cm (8 by 10½ in or 8½ by 11 in) or ISO A4 (212 by 297 mm) with margins of at least 2.5 cm (1 in). Use double spacing throughout, including title page, abstract, text, acknowledgments, references, tables, and legends for illustrations. Begin each of the following sections on separate pages: title page, abstract and key words, text, acknowledgments, references, individual tables, and legends. Number pages consecutively, beginning with the title page. Type the page number in the upper right-hand corner of each page.

Manuscripts will be reviewed for possible publication with the understanding that they are being submitted to one journal at a time and have not been published, simultaneously submitted, or already accepted for publication elsewhere. This does not preclude consideration of a manuscript that has been rejected by another journal or of a complete report that follows publication of preliminary findings elsewhere, usually in the form of an abstract. Copies of any possibly duplicative published material should be submitted with the manuscript that is being sent for consideration.

* Reprinted from the U.S. Department of Health, Education and Welfare Public Health Service, January, 1979

Title Page

The title page should contain: 1) the title of the article, which should be concise but informative; 2) a short running head or footline of no more than 40 characters (count letters and spaces) placed at the foot of the title page and identified; 3) first name, middle initial, and last name of each author, with highest academic degree(s); 4) name of department(s) and institution(s) to which the work should be attributed; 5) disclaimers, if any; 6) name and address of author responsible for correspondence about the manuscript; 7) name and address of author to whom requests for reprints should be addressed, or statement that reprints will not be available from the author; 8) the source(s) of support in the form of grants, equipment, drugs, or all of these.

Abstract and Key Words

The second page should carry an abstract of not more than 150 words. The abstract should state the purposes of the study or investigation, basic procedures (study subjects or experimental animals and observational and analytic methods), main findings (give specific data and their statistical significance, if possible), and the principal conclusions. Emphasize new and important aspects of the study or observations. Use only approved abbreviations.

Key (indexing) terms: Below the abstract provide and identify as such, three to 10 key words or short phrases that will assist indexers in cross-indexing your article and that may be published with the abstract. Use terms from the Medical Subject Headings list from Index Medicus whenever possible.

Text

The text of observational and experimental articles is usually—but not necessarily—divided into sections with the headings Introduction, Methods, Results, and Discussion. Long articles may need subheadings within some sections to clarify their content, especially the Results and Discussion sections. Other types of articles such as case reports, reviews, and editorials are likely to need other formats, and authors should consult individual journals for further guidance.

Introduction: Clearly state the purpose of the article. Summarize the rationale for the study or observation. Give only strictly pertinent references, and do not review the subject extensively.

Methods: Describe your selection of the observational or experimental subjects (patients or experimental animals, including controls) clearly. Identify the methods, apparatus (manufacturer's name and address in parenthesis), and procedures in sufficient detail to allow other workers to reproduce the results. Give references to established meth-

ods, including statistical methods; provide references and brief descriptions of methods that have been published but are not well known; describe new or substantially modified methods, give reasons for using them, and evaluate their limitations.

When reporting experiments on human subjects, indicate whether the procedures followed were in accord with the ethical standards of the Committee on Human Experimentation of the institution in which the experiments were done or in accord with Helsinki Declaration of 1975. When reporting experiments on animal subjects, indicate whether the institution's or the National Research Council's guide for the care and use of laboratory animals was followed. Identify precisely all drugs and chemicals used, including generic name(s), dosage(s), and route(s) of administration. Do not use patients' names, initials, or hospital numbers.

Include numbers of observations and the statistical significance of the findings when appropriate. Detailed statistical analyses, mathematical derivations, and the like may sometimes be suitably presented in the form of one or more appendices.

Results: Present your results in logical sequence in the text, tables, and illustrations. Do not repeat in the text all the data in the tables and/or illustrations: emphasize or summarize only important observations.

Discussion: Emphasize the new and important aspects of the study and conclusions that follow from them. Do not repeat in detail data given in the Results section. Include in the Discussion the implications of the findings and their limitations and relate the observations to other relevant studies. Link the conclusions with the goals of the study but avoid unqualified statements and conclusions not completely supported by your data. Avoid claiming priority and alluding to work that has not been completed. State new hypotheses when warranted, but clearly label them as such. Recommendations, when appropriate, may be included.

Acknowledgments

Acknowledge only persons who have made substantive contributions to the study. Authors are responsible for obtaining written permission from everyone acknowledged by name because readers may infer their endorsement of the data and conclusions.

References

Number references consecutively in the order in which they are first mentioned in the text. Identify references in text, tables, and legends by arabic numerals (in parenthesis). References cited only in tables or in legends to figures should be numbered in accordance with a sequence estab-

lished by the first identification in the text of the particular table or illustration.

Use the form of references adopted by the U.S. National Library of Medicine and used in Index Medicus. Use the style of the examples cited at the end of this section, which have been approved by the National Library of Medicine.

The titles of journals should be abbreviated according to the style used in Index Medicus. A list of abbreviated names of frequently cited journals is given near the end of this document; for others, consult the "List of Journals Indexed," printed annually in the January issue of Index Medicus.

Try to avoid using abstracts as references; "unpublished observations" and "personal communications" may not be used as references, although references to written, not verbal, communications may be inserted (in parenthesis) in the text. Include among the references manuscripts accepted but not yet published; designate the journal followed by "in press" (in parenthesis). Information from manuscripts submitted but not yet accepted should be cited in the text as "unpublished observations" (in parenthesis).

The references must be verified by the author(s) against the original documents.

Examples of correct forms of references are given below.

Journal

1. Standard Journal Article (List all authors when six or less; when seven or more, list only first three and add et al.)
Soter NA, Wasserman SI, Austen KF. Cold urticaria: release into the circulation of histamine and eosinophil chemotactic factor of anaphylaxis during cold challenge. *N Engl J Med* 1976;294: 687-90.
2. Corporate Author
The Committee on Enzymes of the Scandinavia Society for Clinical Chemistry and Clinical Physiology. Recommended method for the determination of gamma-glutamyltransferase in blood. *Scand J Clin Lab Invest* 1976;36:119-25.
Anonymous. Epidemiology for primary health care. *Int J Epidemiol* 1976;5:224-5.

Books and Other Monographs

3. Personal Author(s)
Osier AG. Complement: mechanisms and functions. Englewood Cliffs: Prentice-Hall, 1976.
4. Corporate Author
American Medical Association Department of Drugs. AMA drug evaluations. 3rd ed. Littleton: Publishing Sciences Group, 1977.
5. Editor, Compiler, Chairman as Author
Rhode AJ, Van Rooyen CE, comps. Textbook of virology: for students and practitioners of medicine and the other health sciences, 5th ed. Baltimore: Williams & Wilkins, 1968.
6. Chapter in Book
Weinstein L, Swartz MN. Pathogenic properties of invading microorganisms. In: Sodeman WA Jr, Soderman WA, eds. Patho-

logic physiology: mechanisms of disease. Philadelphia: WB Saunders, 1974:457-72.

7. Agency Publication

National Center for Health Statistics. Acute conditions: incidence and associated disability, United States July 1968-June 1969. Rockville, MD.: National Center for Health Statistics, 1972. (Vital and health statistics. Series 10: Data from the National Health Survey, no. 69) (DHEW publication no. (HSM)73-1036).

Other Articles

8. Newspaper Article

Shaffer RA. Advances in chemistry are starting to unlock mysteries of the brain: discoveries could help cure alcoholism and insomnia, explain mental illness. How the messengers work. *Wall Street Journal* 1977 Aug 12:1 (col. 1). 10(col. 1).

9. Magazine Article

Roueché B. Annals of medicine: the Santa Claus culture. *The New Yorker* 1971 Sep 4:66-81.

Tables

Type each table on a separate sheet; remember to double space. Do not submit tables as photographs. Number tables consecutively and supply a brief title for each. Give each column a short or abbreviated heading. Place explanatory matter in footnotes, not in the heading. Explain in footnotes all nonstandard abbreviations that are used in each table. For footnotes, use the following symbols in this sequence: *, †, ‡, §, ¶, **, ††... Identify statistical measures of variations such as SD and SEM.

Omit internal horizontal and vertical rules.

Cite each table in the text in consecutive order.

If you use data from another published or unpublished source, obtain permission and acknowledge fully.

Having too many tables in relation to the length of the text may produce difficulties in the layout of pages. Examine issues of the journal to which you plan to submit your manuscript to estimate how many tables to use per 1000 words of text.

Illustrations

Submit the required number of complete sets of figures. Figures should be professionally drawn and photographed; freehand or typewritten lettering is unacceptable. Instead of original drawings, roentgenograms, and other material, send sharp, glossy black-and-white photographic prints, usually 12.7 by 17.3 cm (5 by 7 in) but no larger than 20.3 by 25.4 cm (8 by 10 in). Letters, numbers, and symbols should be clear and even throughout, and of sufficient size that when reduced for publication each item will still be legible. Titles and detailed explanations belong in the legends for illustrations, not on the illustrations themselves.

Each figure should have a label pasted on its back indicating the number of the figure, the names of the authors, and the top of the figure. Do not write on the back of the figures or mount them on cardboard, or scratch or mar them using paper clips. Do not bend figures.

Photomicrographs must have internal scale markers. Symbols, arrows, or letters used in the photomicrographs should contrast with the background.

If photographs of persons are used, either the subjects must not be identifiable or their pictures must be accompanied by written permission to use the photograph.

Cite each figure in the text in consecutive order. If a figure has been published, acknowledge the original source and submit written permission from the copyright holder to reproduce the material. Permission is required, regardless of authorship or publisher except for documents in the public domain.

For illustrations in color, supply color negatives or positive transparencies and, when necessary, accompanying drawings marked to indicate the region to be reproduced; in addition, send two positive color prints to assist editors in making recommendations. Some journals publish illustrations in color only if the author pays for the extra cost.

Legends for Illustrations

Type legends for illustrations double spaced, starting on a separate page with arabic numerals corresponding to the illustrations. When symbols, arrows, numbers, or letters are used to identify parts of the illustrations, identify and explain each one clearly in the legend. Explain internal scale and identify method of staining in photomicrographs.

Abbreviations

Use only standard abbreviations. Consult the following sources for additional standard abbreviations: 1) CBE Style Manual Committee. Council of Biology Editors style manual: a guide for authors, editors, and publishers in the biological sciences. 4th ed. Arlington: Council of Biology Editors, 1978; and 2) O'Connor M, Woodford FP. Writing scientific papers in English: an ELSE-Ciba Foundation guide for authors. Amsterdam, Oxford, New York: Elsevier-Excerpta Medica, 1975. Avoid abbreviations in the title. The full term for which an abbreviation stands should precede its first use in the text unless it is a standard unit of measurement.

In most countries the International System of Units (SI) is standard or is becoming so. Report measurements in the units in which they were made. Journals may use these units, convert them to another system, or use both.

Submission of Manuscripts

Mail the required number of manuscript copies in a heavy paper envelope, enclosing the manuscript copies and figures in cardboard, if necessary, to prevent bending of photographs during mail handling. Place photographs and transparencies in a separate heavy paper envelope.

Manuscripts should be accompanied by a covering letter from the author who will be responsible for correspondence regarding the manuscript. The covering letter should contain a statement that the manuscript has been seen and approved by all authors. The letter should give any additional information that may be helpful to the editor, such as the type of article the manuscript represents in the particular journal, information or publication of any part of the manuscript, and whether the author(s) will be willing to meet the cost of reproducing color illustrations. Include copies of any permissions needed to reproduce published material or to use illustrations of identifiable subjects.

Announcements

Henry Ford Hospital Alumni Reunion Planned for October 21-23, 1982

The Scientific Committee of the 1982 Alumni Reunion and Scientific Seminar has issued a request for abstracts. The reunion and seminar will center on the theme "Building on Tradition for the Future."

The three-day seminar is expected to attract a large group of HFH's more than 3,000 alumni. Activities will include plenary sessions, specialty and society meetings as well as a social schedule.

The Scientific Committee is being co-chaired by Dr. George Bower, Dr. Joseph Elliott, and Dr. William Reynolds. Anyone wishing to present a scientific paper is urged to submit a proposed title and a 150-word abstract by January 15, 1982 to:

George Bower, MD
Medical Education Office
Henry Ford Hospital
2799 W. Grand Blvd.
Detroit, MI 48202

Abstracts accepted will be published in the program, and complete papers will be considered for submission to the *Henry Ford Hospital Medical Journal*, if desired by the author. Fifteen minutes will be allotted for abstracts.

CME credit will be given for attendance at the scientific sessions on an hour-for-hour basis.

For alumni reunion registration and information, contact the Alumni Office at (313) 876-1034. Toll-free within Michigan: 1-800-482-2404; outside Michigan: 1-800-521-7946.

Henry Ford Hospital

Detroit, Michigan 48202

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for Portacaval Interposition:
An Experimental Observation**

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*Alexander G. Yap, MD
George Isshak, MD
Ronald Lam, MD
Roger F. Smith, MD*

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